

**FRESNO, CALIFORNIA  
CLASS SPECIFICATION**

**DEPUTY CITY ATTORNEY**

**FLSA STATUS:**

Exempt

**CLASS SUMMARY:**

The Deputy City Attorney is the first and entry through journey level in a five level Attorney series. Incumbents are responsible for providing legal advice, recommendations, and services to the Mayor, the City Council, the City Manager, and City departments, Boards, Commissions and the Redevelopment Agency. Incumbents may provide research support to other attorneys. Incumbents are expected to exercise professional judgment, independence and skill in the performance of duties and assignments. With tenure and experience, incumbents are expected to work increasingly independently, and on more complex, sensitive, and/or higher profile litigation and legal issues.

Distinguishing characteristics within the class, based upon assignment are, at entry, responsible for assisting with and learning how to perform the essential duties of the classification under close supervision. Journey positions are responsible for independently performing the essential duties of the classification.

The Deputy City Attorney is distinguished from the Senior Deputy Attorney, who is responsible for performing advanced legal services activities.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

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| 1. | Meets with officials and staff members to advise on legal issues regarding City projects and activities.   | Daily<br>25%  |
| 2. | Performs legal research and prepares opinions ranging from simple to complex legal issues for the City Council, Mayor, City Manager, Boards, Offices, and internal departments.                                  | Daily<br>20%  |
| 3. | Prepares and reviews contracts, deeds, leases, covenants, and other legal documents, providing opinions and analyses regarding the legality of such documents.   | Daily<br>10%  |
| 4. | Reviews staff reports for City Council and Commission/Board meetings and advises staff on analyses; updates the City Attorney and staff on status of actions before City Council and other Committees or Boards. | Weekly<br>15% |
| 5. | Drafts ordinances, resolutions, contracts, motions, pleadings, discovery plans, and other legal documents.   | Weekly<br>5%  |

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<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>
6.	Prepares civil cases for trial and serves as a trial lawyer for the City before State and Federal courts; prepares status memorandums for City Council, officials, staff, and the City Attorney; represents City staff at court to obtain inspection/abatement warrants.	Weekly 5-95%
7.	Researches changes in law and advises City officials and staff on changes relevant to their duties, activities, and operations.	Weekly 5%
8.	Drafts training guidelines/policy memorandums for staff; facilitates legal training for staff.	Weekly 5%
9.	Conducts a variety of administrative activities in support of departmental operations, including: billing; filing; attending staff meetings; preparing reports; and/or, performing other related activities.	Weekly 5%
10.	Performs other duties of a similar nature or level.	As Required

**Training and Experience** (positions in this class typically require):

- Juris Doctorate degree and based upon assignment, one to three years of experience in the practice of law, are required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Government experience is preferred.

**Licensing Requirements** (positions in this class typically require):

Licensing Requirements:

- Membership in the Bar

Some positions, based on assignment, may require:

- Basic Class C License

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#### **Knowledge** (position requirements at entry):

Extensive knowledge of:

- Legal administrative principles and procedures regarding court defenses, civil, criminal, legislative and judicial procedures, including rules of pleading, evidence and practice
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations
- Methods of legal research, established precedents and sources of legal reference applicable to municipal activities

#### **Skills** (position requirements at entry):

Skill in:

- Research, compiling and analyzing information, contracts and financial records for accuracy clarity, completeness, and compliance with legal and procedural guidelines
- Using computers and applicable software applications
- Preparing comprehensible opinions to laypersons
- Drafting persuasive pleadings
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Preparing and presenting clear and persuasive oral arguments before State courts, Federal, courts, appellate courts, and administrative and legislative bodies
- Drafting and analyzing complex legal documents and legal opinions; ability to undertake and carry through assigned projects on own initiative with minimum supervision and direction
- Exercising independent judgment within general policy guidelines and operating parameters
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Dealing diplomatically and effectively with public officials, fellow employees and the public
- Negotiating skills
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

#### **Physical Requirements:**

Positions in the class typically require: feeling, finger dexterity, grasping, hearing, and repetitive motions, seeing and talking.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require more frequent walking, lifting and standing.

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**Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008